

## CHIEF BUILDING OFFICIAL

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### **DEFINITION**

To plan, organize, supervise and review the activities of the Building Inspection Division; to participate in code interpretation, plan checking, issuance of permits, and field inspections; and to perform the most technically complex tasks within the Division.

### **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local laws, policies, procedures and practices; general knowledge of basic and applicable codes including Uniform Building codes, Uniform Mechanical codes, Uniform Plumbing codes, National Electrical Codes and State codes such as Title-24; ability to meet and deal effectively with the public and other agencies; ability to prepare clear concise reports and ability to get along well with fellow employees.

### **WORKING CONDITIONS**

Predominantly inside work. Conditions also involve some field work, including site review. May also include occasional irregular hours.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays). Ability to lift and carry files, blue prints and plan documents.

### **SUPERVISION RECEIVED & EXERCISED**

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over staff assigned to the Building Inspection Division.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Plan, assign, supervise, and review the work of Building Inspectors.

Assume major responsibility for policy and program development of the Building Division, including budget development and administration.

Interpret and enforce the provisions of the City codes including the Building, Mechanical, Plumbing, Electrical, Housing and Dangerous Building codes, Zoning Ordinances, and state laws; issue building permits, stop work orders, demolition orders, and citations pursuant to this enforcement responsibility.

Conduct the most complex field inspections of residential, commercial, and industrial structures.

Identify unsafe buildings and recommend condemnation procedures.

Review and inspect housing and sanitation complaints; assign and conduct investigations.

Establish permit procedures; analyze permits for completeness and accuracy.

Coordinate activities of the Building Inspection Division with other City departments, divisions and outside agencies.

Respond to complaints or technically complex questions raised by the public.

Supervise, train and evaluate division personnel.

Prepare reports, maintain records, approve vouchers and purchase orders, and otherwise administer the activities of the Division.

Perform related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Building construction principles and practices, including detailed familiarity with carpentry, plumbing, electrical, and other building trades.

Safety and construction standards of the building construction industry.

Practices and procedures of contracting in the building construction industry.

Uniform Building, Plumbing and Mechanical, National Electrical, and Health and Safety Codes.

Principles and practices of supervision.

### **Ability to:**

Interpret and explain codes, regulations, and ordinances.

Detect through inspection deviations from plans, codes, regulations, and ordinances.

Read and understand building construction plans and drawings.

Plan and organize daily work.

Supervise the work of others by assigning, overseeing, and reviewing work.

Communicate clearly, orally and in writing.

Analyze division policies and procedures; identify, recommend and implement improvements.

**Experience and Training**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of experience similar to that of a Building Inspector with at least two years of supervisory experience.

**Training:**

Equivalent to a Bachelor's degree in architecture, structural engineering or civil engineering.

**License or Certificate**

Certification by the International Conference of Building Officials as a Combination Building Inspector.

Possession of, or ability to obtain, an appropriate California driver's license.